



HRO-13-08  
15 August 2013

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## Technician Personnel

### **Technician Branch Staff:**

#### **Technician Branch Manager**

#### **Classification/Manpower**

#### **Recruitment, Staffing & Pay**

#### **Benefits & Services**

#### **Technician Training /Travel**

MAJ Edwin Davis	x8414
SMSgt Deb Burling	x8187
OC Jessica Pan	x8182
Ms. Denise Anderson	x8177
Ms. Deb Tankesley	x8173
MSgt Jody Kouma	x8190
SSG Christine Braun	x8179
SPC Amanda Almanza	x8197
Ms. Diane Voichoski	x8184
SGT Michelle Berry	x8185

**HRO website:** <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

### **Federal Length of Service Awards (AUG):**

Technicians become eligible for recognition when they complete ten (10) years of creditable Federal service. Creditable service includes all service used in establishing the technician's leave service computation date which includes active duty military and temporary federal employment. This award is presented in five (5) year increments.

10 Years:	Michael J. Dennis (ARNG) James B. Kenning (ANG) Jeremy M. Rupprecht (ARNG)
15 Years:	Kevin J. Hynes (ANG) Michael A. Ewer (ANG) Paul A. Borzekofski (ARNG)
20 Years:	Bernard F. Pallas (ARNG) William J. Triplette (ANG)

### **Federal Employee Retirements:**

James Hurley (ARNG) – 26 Jul  
Jeffrey Hart (ANG) – 9 Aug  
Michael Deger (ARNG) – 16 Aug  
Charles Kreifels (ANG) – 27 Sep

### **Military Deposits!!:**

Military service deposits must now be paid in full and posted at DFAS prior to the date of separation. Processing time for Military Service Deposits is approximately 120-180 days for the lump sum payment to be posted at DFAS.

### **TSP (Traditional, Roth, Catch-Up):**

There are two types of employee contributions: Regular and Catch-Up (for those 50 and older). Employees must contribute the max of regular contributions (\$17,500) to be eligible to make catch-up contributions.

Employees may also choose between two tax treatments of Traditional (pre-tax) and Roth (after-tax).

There are rules. For further information on the programs check [www.tsp.gov](http://www.tsp.gov) or [www.abc.army.mil](http://www.abc.army.mil)  
To change payroll contributions: EBIS at [www.abc.army.mil](http://www.abc.army.mil)  
To change the funds your payroll contributions are invested in: Login to your account at TSP site.

### **Air Guard - AKO Accounts for EBIS:**

ANG Technicians have been unable to log into EBIS at [www.abc.army.mil](http://www.abc.army.mil). Instructions were forwarded to Supervisors/Manager. ABC-C is for enrollment/changes to FEHB (Health), FEGLI (Life) or TSP Elections.

AKO accounts for Air Guard Technicians no longer require a sponsor. In order to access EBIS they will FIRST have to register with AKO which allows them sign on authority in EBIS.

If experience a problem with CAC AKO registrations contact the AKO helpdesk at 1-866-335-2769 option 2 and let the helpdesk counselor know you are an Air National Guard Technician who needs to register in AKO. If the AKO helpdesk advises they still need a sponsor, ask them to search the EDD database using their SSN. The help desk should see that they in fact they DO NOT need a sponsor to create an account.

### **Voluntary Leave Transfer Participant**

The following employee has been approved to become a leave recipient under the Voluntary Leave Transfer Program for maternity purposes: Ashley R. Mitchell, GS-09, SMM Office

Employees who would like to voluntarily donate annual leave may submit their OPM donor forms to the Human Resources Office, ATTN: HRO-Tech Svcs.

An OPM Form 630-A is used when the employee is in the same agency as the donor and an OPM 630-B when in a different agency. Air Guard and Army Guard are considered different agencies.

Forms can be located at the HRO website, Technician Branch under Voluntary Leave <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Additional information may be obtained by contacting MSgt Jody Kouma X8190 and/or Deb Tankesley, X8173

### **FEHB Open Season 2013**

Federal Benefits Open Season will be conducted from Monday, November 11<sup>th</sup> through Monday, December 9<sup>th</sup>, 2013. New for 2014! The FEDVIP (Dental & Vision) adds three new dental plans and one new vision plan. OPM is continuing the Going Green initiative and therefore FEHB plan brochures can be found by visiting [www.opm.gov/FEHBbrochures](http://www.opm.gov/FEHBbrochures). Continuous Open Season info will be forthcoming in the upcoming HRO bulletins and through supervisory channels. Any pertinent or specific questions, please contact us!

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### **Technician Travel & Training**

#### **Substantiating Records - ARNG:**

Please upload your Letter of Instruction (LOI)/Memorandum of Instruction (MOI) to the Substantiating Records area in your DTS authorization.

**Fiscal Law Course training certificates:** This is a reminder to keep your Fiscal Law Course completion certificates. Not all Fiscal Law Course attendance is recorded in ATRRS so it is critical that you maintain your own records of training completion.

**Changing return airline flights while TDY:** If you are looking for an earlier flight home because your course is ending earlier than planned, be sure to ask the CTO if the new flight is more expensive than the original, previously-approved flight. Know that you may not be reimbursed for additional airline costs if there is no corresponding cost savings in hotel or other travel-related costs.

**Last Day to enter DTS authorizations (ARMY):** DTS authorizations for technician travel in FY 2013 need to be entered NLT 15 Aug 2013.

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## **Human Resources Information Systems (HRSIS)**

### **HRSIS Staff**

SMSgt Mike Courtney – HRSIS Manager – x8189  
SGT Michelle Berry – HR Assistant – x8185

### **My Workplace and PAA**

If you are a new Supervisor of Technicians and don't see a My Workplace link on the DCPDS Portal page, please contact SMSgt Courtney or SGT Berry. We will check to ensure you are coded correctly in the system. This new responsibility takes a couple of days to appear once you are coded as a supervisor in DCPDS, so your patience is appreciated.

PAA – (Performance Appraisal Application): if you are a new supervisor of Technicians, please check to ensure you can see all of the Technician employees you supervise within My Workplace. If you don't see those you need or see other Technicians, please contact us and we will help sort it out for you.

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## **State Personnel**

### **HRO-SP Staff**

<b>HR Manager</b>	Ms. Kari Foote	x8172
<b>HR Assistant/Benefits</b>	Mr. Tim Diedrichsen	x8180
<b>HR Assistant/Payroll</b>	Ms. Jessie Bockelman	x8178

### **Charitable Giving Campaign**

If you haven't already, you should receive a pledge sheet and a brochure soon listing all the organizations that receive funding through the State's Charitable Giving Campaign. If you choose, you may designate one or more specific organizations to receive your contribution or you can contribute to one of the three umbrella agencies. This year the Campaign (2013) will run through August 30th.

Please return your pledge sheet in the envelope provided, to those in your area that are gathering pledge envelopes, no later than August 30<sup>th</sup> even if you are not choosing to contribute. If you're not sure who the person for your area is please call Jessica Estes at 402-309-8123.

If you choose payroll deductions for contributions they will be entered at a later date and will begin with the first check in the 2014 calendar year. If doing payroll deductions, the total payroll Campaign contribution for the year (2014) should be divisible by 24, since the deductions will be taken in 24 pay periods in the calendar year. You can also contribute by check or cash.

### **Employee and Supervisor/Manager of the Year**

The Governor of the State of Nebraska traditionally proclaims October as Employee Recognition Month. Nominations have been submitted and selections made for the Governor's Employee Recognition Program. Watch for the future notices about the time and location of agency ceremonies and State ceremonies to honor those selected for Employee and Supervisor/Manager of the Year and those selected as a runner up.

## Retirement - Account Beneficiaries / Office Move

It's a good idea to check every so often that you have current beneficiaries on file with the Nebraska Public Employees Retirement System (NPERS) office. You want to be sure that, in the event of your death, the money in your retirement account is going to the correct person. If no beneficiaries are chosen there could be an extra cost for children or spouses because account balances may need to go through the probate process. If you're not sure if you have current beneficiaries or any beneficiaries on file with NPERS, give them a call at 402-471-2053 (toll free at 1-800-245-5712). ). **The beneficiaries that you put in the Employee Work Center for your life insurance coverage do not update the beneficiaries that you have on file at the NPERS office.**

In order to establish or change beneficiaries you'll need to complete a form. You can get the Beneficiary Designation form from NPERS website: [npers.ne.gov](http://npers.ne.gov) (look under Forms – Under Member Info – along the left side), request one from the Retirement office or Human Resources could print one out for you. Complete the form and then go to a notary and sign the form in their presence. Once the form is completed and notarized, mail it to the NPERS address at the top right-hand corner of the form. You could also drop the form off in person at their office. If you mail the form you should call them five to ten days after mailing it to confirm they have the form on file.

The retirement office will be moving to a new building in the first part of September. Please be sure to check that you are sending your documents to the correct address and if you want to visit the office in person you'll want to verify the location and when you can visit. The new mailing address will be Nebraska Public Employee Retirement Systems, 1526 K St., Suite 400, Lincoln, NE 68509.

Phone numbers and their post office box will remain the same - PO Box 94816.

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## [AGR Personnel](#)

### Army and Air:

The AGR Office Staff:

**LTC Brent Flachsbart, AGR Manager (402) 309-8174**

**SFC Jacob Widhalm, Human Resources Assistant, (402) 309-8186**

- Army Staffing- vacancy announcements, SF 52
- Mob Aug/ADOS packet review
- Initial Tour Continuation Boards
- Air Vacancy Announcements, SF 52
- FTSMCS Leave Administrator

**SFC Roger Ramos, Personnel Sergeant, (402) 309-8183**

- Army Separations and Retirements
- AGR Travel (DTS)
- AGR Mobilizations
- AGR PCS Manager
- Career Status Bonus Manager

**SSG Amber Engelman, Personnel Services Sergeant, (402) 309-8181**

- Air staffing and AROWS Orders
- FTE Orders and Tracking
- Army Appointment and Reassignments
- AGR Pay and Entitlement Issues
- Air AGR Appointments and Reassignments
- Good Conduct Medals
- Air Occasional AGRs

**Transition Assistance Advisor:** If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, [bonnie.bessler@us.army.mil](mailto:bonnie.bessler@us.army.mil). Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

**Leave Carryover:** The 75 Day Leave Carryover is extended to 30 September 2015. Visit the following web site for more information: [https://ngnec2-moss1/Directorates/J1/AGR%20Branch/Leave/ALARACT\\_022\\_2013\\_ANNOUNCEMENT%20OF%20EXTENSION%20OF%20THE%2075%20DAY%20LEAVE%20CARRY%20OVER%20THROUGH%2030%20SEPTEMBER%202015.pdf](https://ngnec2-moss1/Directorates/J1/AGR%20Branch/Leave/ALARACT_022_2013_ANNOUNCEMENT%20OF%20EXTENSION%20OF%20THE%2075%20DAY%20LEAVE%20CARRY%20OVER%20THROUGH%2030%20SEPTEMBER%202015.pdf)

**Paternity Leave:** The policy concerning Paternity Permissive is: <http://ngne-i6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

**Child Care Fee Assistance:** The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: [army.childcare@gsa.gov](mailto:army.childcare@gsa.gov). Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

**BAH for Deployed Soldiers:** Effective 3 April 2013, when an AGR is mobilized for active duty other than AGR duty without a break in service, the member's BAH/OHA is based on the PDS and rate protected. The change requires Basic Allowance for Housing (BAH) to remain at the Permanent Duty Station (PDS) rate when a Soldier transitions from Active Guard Reserve (AGR) to active duty, without a break in service. AGR Soldiers mobilized prior to 3 April 2013 and receiving BAH/OHA based on primary residence will continue to receive this rate until they transition back to AGR duty.

## **Army:**

**Leave Tracking System** – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.

**Reassignments:** - AGR's need to complete DA5960's when reassigned to a new duty location. This will and does affect BAH Rates and Soldiers will incur debts from BAH changes.

**DTS** – All Soldiers need to upload the MOI/LOI into their DTS Authorization request. This includes in-state conferences and training events. Also AGR's need to submit travel requests in a timely manner. Do not wait until the last minute to submit when there are multiple levels of review/approval to include CTO. It is the Soldiers responsibility to make contact with Carlson Travel and ensure their flights/entitlements are reserved and contracted. Battalions and MSC's need to ensure GSA/NTV's are utilized.

**Pay and Entitlement Documents** – The following documents are required to be sent thru HRO for processing on all AGRs: Promotion orders, special pay orders, allotments, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection, confinement and sick-in-hospital for more than one day), DA Form 4836 Extensions.

**ADOS/Mob Augmentee** – All Soldiers coming on ADOS tours greater than 30 days need to in-process with SSG Engelman. Call to set up an appointment. Females need to have a pregnancy test completed with Med Det no sooner than 15 days prior to the start date of orders.

**Meal collection via 4187** – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

**OCONUS** – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

**PCS** – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

**DD 214** – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Ramos.

**Air:**

**TRIWEST Online Referral / Authorization Submission:** All registered providers on the secure provider portal at [www.triwest.com](http://www.triwest.com) now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the [www.triwest.com/provider](http://www.triwest.com/provider) to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

**Active Duty Dental Program:** Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: [www.addp-ucci.com](http://www.addp-ucci.com) further explains how to utilize the program. POC is SFC Whisenhunt, (402) 309-1572.

**TriCare Dental Program:** MetLife's contract to administer the TDP began 01May2012. Until that time claims should be processed through United Concordia as they have in the past. Providers should be sent information, by MetLife, as to what will they will need to do to file claims during the transition. As with United Concordia, the filing of claims is the network provider's responsibility, not the SMs.

The transition to MetLife will only affect Traditional SMs, family members and AGR family members enrolled in the TRICARE Dental Program. SMs (AGRs) in the Active Duty Dental Program (ADDP) will not be affected as United Concordia will continue to administer the ADDP.

The State Medical Benefits Officer is 2LT Nicholas Curto and can be reached at 402-309-1738 or [Nicholas.curto@us.army.mil](mailto:Nicholas.curto@us.army.mil) for further questions and information.

**AGR Dental Updates in DDS Web:** Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager  
NGB/SGPR Office of the Air Surgeon 3500 Fetchet Ave Andrews AFB, MD. 20762  
DSN: 278-8567, COMM: 301 836-8567, [cynthia.adams@ang.af.mil](mailto:cynthia.adams@ang.af.mil)

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**[Equal Employment Office/Diversity/Organizational Development](#)**  
(Point of contact for the following information is LaVonne Rosenthal, 309-8111.)

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### **Contact information for all Employee Assistance Programs**

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1. In order to accomplish our mission and serve the people of our great state and nation, we must maintain high levels of productivity and morale. The mental and physical health of the workforce is critical to our success. The Military Department has three different employee assistance programs to meet the needs of our full-time State, AGR and Technician employees and their immediate family members. These services are provided at no charge to the employees. Counselors from each of the providers follow federal law and regulations which strictly prohibit the release of information from personal consultation; confidentiality is strictly upheld.

2. Problems such as alcohol or drug abuse; family, marital status, legal or financial difficulties; job, or other personal stresses can exist for our employees. These situations often manifest themselves in the form of accidents, poor conduct, attendance problems, and decreased quality of work and production. Employees are often reluctant to seek assistance because they feel that their problems are of a personal nature. Oftentimes these personal problems carry over and become employment problems.

3. Nebraska Military Department employees are encouraged to use the employee assistance program whenever they feel that they (or their immediate family members) have problems that require professional help. The following lists the three different providers, which personnel system they serve, and contact information (phone number and web site).

a) Full time State employees: **Deer Oaks EAP**

Phone: 1-866-792-3616

Website: [www.deeroaks.com](http://www.deeroaks.com)

b) Military technicians, traditional Guard members, AGR: **Military One Source**

Phone: 1-800-342-9647

Website: [www.militaryonesource.com](http://www.militaryonesource.com)

c) Non-dual status technicians: **Federal Occupational Health**

Phone: 1-800-222-0364

Website: [www.foh4you.com](http://www.foh4you.com)

4. All providers maintain a 24-hour "800" hotline to provide assistance on a timely basis. If necessary, referrals are made to appropriate care providers.

Please direct any questions to Ms. Rosenthal at 402-309-8111.

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